

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Logistics Services Division, OL DATE: 4 February 1963


FROM : Deputy Chief, Mail and Courier Branch, LSD/OL

SUBJECT: Monthly Activity Report - Mail and Courier Branch

1. GENERAL

a. Special Services Provided by the Mail and Courier Branch

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 The Mail and Courier Branch received and serviced 680 requests for special service during the month of January 1963.

b. Publishing of Mail and Courier Branch Scheduled Runs

A notice of the Mail and Courier Branch's scheduled runs is still being prepared by this office. This will be completed when the conveyor stations are in full operation, and this office is able to determine the number of trips each conveyor station will be able to provide each floor serviced. This will have to be determined so that the trips between R & S and Headquarters Building can be COORDINATED accordingly. This information should be complete by 8 February 1963.

c. Operation of Conveyor and Tube Systems

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All three Systems are now in full operation. During the week of 28 January thru 1 February 1963, the percentage of rejects was 2.24%. This percentage was determined by combining all traffic of the three systems 14,989 carriers inserted with 399 being rejected.

The A System received 10,286 carriers with 303 being rejected for a reject percentage of 2.9%.

The B System received 3,189 carriers with 70 being rejected for a reject percentage of 2.2%.

The C System received 1,514 carriers with 26 being rejected for a reject percentage of 1.7%.

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During the periods of 9 Jan thru 31 Jan 1963, a total of 63 requests for service were received by the Carrier Maintenance Section. 300 carriers were repaired during this period.

2. OTHER ITEMS OF INTEREST

a. Transfer and Resignation of Mail and Courier Branch Employees

During the month of January 1963, one employee of this Branch resigned to return to his home in Tennessee. One other employee was transferred to another component within the Office of Logistics. Three new employees were assigned to the Mail and Courier Branch during the month of January 1963.

b. Installation of Fluoroscope Machine in R & S Building

On 21 January 1963, [REDACTED]

[REDACTED] assembled a Fluoroscope Machine in Room 1231 R & S Building. The Office of Security determined this machine a necessity for this Branch to enable incoming packages to be examined for explosive devices. Operation of this machine is being held in obedience until a check by the Medical Staff has been completed as the safe operation of this machine is predicated upon caution by the employee operation it and, also, the area in which the machine is placed must be approved by the Medical Staff.

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Distribution:

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